

ENVIRONMENTAL COORDINATOR

DISTINGUISHING FEATURES

The fundamental reason the Environmental Coordinator exists is to play a key role in creating, coordinating, and facilitating city policies and programs to protect the environment and promote a sustainable community in the Planning and Development Services Department. This classification is not supervisory. Work is performed under general supervision by a Planning and Development Services Director.

ESSENTIAL FUNCTIONS

Monitors the activities of City departments to ensure that environmental sensitivity is being considered in operations and in the provision of services.

Evaluate the environmental impacts of urban development and advocate for environmental stewardship.

Recommends programs and technologies that maximize environmental protection, resource conservation, corporate responsibility, and minimize environmental liability.

Participate in the development and maintenance of and organizational Environmental Management System.

Promotes environmental awareness within the organization and in the community.

Provides assistance to the Environmental Quality Advisory Board.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

One or more environmental areas, such as energy conservation principles and practices; air quality; management of hazardous materials; site planning, waste programs or environmental regulations.

Ability to:

Manages multiple projects and/or activities simultaneously.

Works well with groups and individuals, and responds effectively in a matrix management structure. Analyzes difficult, complex policy issues. Conducts extensive research. Projects future needs and trends.

Communicates effectively (both written and orally). Prepares, organizes and delivers presentations effectively to various city and community groups.

Establishes and maintains effective working relationships with city staff, federal and state agencies, members of the press, citizens, and the general public.

Be proficient in using a personal computer, a variety of computer software, and other equipment essential to performing daily activities.

Education & Experience

Any combination of training, education, and experience equivalent to a Bachelor's degree in Environmental Science, Environmental Engineering, Urban Planning with environmental emphasis, Public/Business Administration, or Life Science and two years of recent experience working with environmental issues, including some experience with the public policy process.

FLSA Status: Exempt

HR Ordinance Status: Unclassified

